

TO: Members of the Stafford County Community Policy and Management Team

FROM: Donna Krauss  
Assistant to the County Administrator  
For Human Services

DATE: March 26, 2014

RE: Minutes from the January 24, 2014 meeting  
Notice of the March 31, 2014 meeting

Enclosed please find the minutes from our last CPMT meeting. If there are any questions, changes, or comments, please call me at 658-4622.

Our next meeting is scheduled for March 31, 2014 at 2:00 p.m. in the ABC Conference Room.

Thank you.

**County of Stafford Community Policy and Management Team**  
**ABC Conference Room- Stafford County Government Center**  
**Minutes January 27, 2014- 2:00 pm**

Call to order- The meeting of the Stafford CPMT was called to order at 2:00 pm.

- Present were Mr. Bill Tignor (parent representative), Ms. Jean Johnson (Health Department), Mr. Ronald Branscome (RACSB-Chairman), Ms. Laura Sellers (Stafford County Board of Supervisors), Ms. Sue Clark (Stafford County Public Schools), Mr. Vincent Butaitis (Department of Juvenile Justice), and Mr. Michael Muse (Stafford DSS)
- Others: Ms. Donna Krauss (Assistant to the County Administrator for Human Services), Mr. Anthony Romanello (County Administrator and CSA Fiscal Agent), Ms. Stephanie Beamer (Coordinator for Human Services), and Ms. Doreen Frempomah (student with the Y.E.S. Program)
- Absent: Ms. Debe Fults (disAbility Resource Center)

1. Approval of the Minutes- The minutes to the November 18, 2013 CPMT meeting were reviewed by the CPMT members. A motion was made to approve the minutes, seconded, and approved. 6 yes 0 no vote
2. Public Comment – No requests for public comment
3. CSA Program financial report/ Ms. Donna Krauss
4. Supplemental Foster Care Expenditures and Notification of Payments-
  - Mr. Michael Muse presented the expenditures and payment notifications for October, November, and December 2013. A motion was made to approve the expenditures and notification of payments, seconded, and approved. 7 yes 0 no vote
5. CPMT old business-
  - Ms. Donna Krauss provided the Team with a legislative update.
  - Ms. Donna Krauss requested the members to complete the Internal Control Questionnaire at their earliest convenience for the CSA program audit.
6. CPMT new business-
  - Ms. Donna Krauss provided the Team with information regarding a proposed SEC policy regarding Foster Care Services provided by a Licensed Child Placing Agencies. Members were made aware that if a response on their behalf shall be made they would need to have the response by the next scheduled meeting. Responses are due to the SEC no later than March 10, 2014. There was discussion regarding DSS impact.
7. Other business-
  - Members were invited to the Youth First Conference to be held on Friday February 7<sup>th</sup>.
  - Members were given the Human Services Information sheet which provides an explanation of the CSA program as well as information about the other programs the Human Services Office manages.
  - The Team discussed the attendance requirements as outlined in the CPMT By-Laws. As members are required to be present at 90% of scheduled meetings the Team requested that alternates be appointed for representatives not able to be present at the required amount of meetings.

8. Adjournment- As there was no other business the Team agreed to meet on February 24, 2014.

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Ms. Donna S. Krauss  
Assistant to the County Administrator  
For Human Services

Date

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Mr. Michael Muse  
Secretary

Date